

# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	Zoo Manager
<b>Class Code Number</b>	

### General Statement of Duties

Plans, manages, and oversees the daily functions, operations, and activities of the City's Zoo; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to plan, manage, and oversee the daily functions, operations, and activities of the City's Zoo. The work is performed under the supervision and direction of higher level staff as assigned, but extensive leeway is granted for the exercise of independent judgment and initiative. Full supervision is exercised over all Zoo personnel and volunteers. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and zoo facility, with possible exposure to dangerous animals and related diseases, toxic chemicals and a variety of weather conditions.

### Examples of Essential Work (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the City's Zoo, including animal care and welfare, safety and security, animal collection management, veterinary care, conservation and educational programming, and other applicable standards;
- Participates in the recruitment and selection of, and trains and supervises staff to implement goals, objectives, and functions of the Zoo, including motivating and evaluating personnel, coordinating staff training, participating with staff in correcting deficiencies, and recommending and implementing disciplinary actions;
- Develops, administers, and monitors the annual Division budget, including forecasting additional funds needed for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and recommending adjustments as needed;
- Performs a variety of community outreach functions, including creating and implementing volunteer programs, training and orienting volunteers, fielding inquiries and issues from the public, attending educational activities and organizing special functions;
- Creates and implements a variety of written policies, procedures, goals and objectives based on applicable laws, mandates, Association of Zoos and Aquariums guidelines, and/or the needs of the City;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner;

- collaborating with involved parties to reach resolutions on identified issues; speaking in public; and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills, and Abilities</b></p>
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- Comprehensive knowledge of federal, state and local laws related to animal exhibitors, animal care, enclosures and transport requirements, including USDA and USDI regulations for animal health and welfare; standards and California Fish and Game regulations;
- Comprehensive knowledge of animal husbandry, nutrition and ethology principals;
- Comprehensive knowledge of the behavior, care, taxonomy, physiology, characteristics, diet and environmental requirements of wild or domestic captive animals;
- Comprehensive knowledge of zoological program development and administration;
- Comprehensive knowledge of the principles of supervision, training, and performance evaluations;
- Thorough knowledge of basic veterinary procedures;
- Thorough knowledge of modern office methods and related equipment operations;
- Ability to obtain and maintain membership in good standing in the Association of Zoos and Aquariums;
- Ability to apply and interpret departmental and divisional policies and procedures;
- Ability to prepare and administering a divisional budget;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to effectively manage time, prioritize and demonstrate multiple task orientation;
- Ability to exercise sound, independent judgment;
- Ability to recognize potentially dangerous and deadly situations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Any combination of training and/or experience that is equivalent to:

- Bachelor's Degree in a related field;
- At least four years related experience, with at least two years of supervisory experience.

**Required Special Qualifications**

- Valid Class C California State Driver's License.
- Certification(s) specific to functional areas of assignment may be required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and zoo facility, with exposure to potentially dangerous animals and related diseases, toxic chemicals and a variety of weather conditions.